



Gas Industry Standards Board

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TO: PPRTF Chairs (Mike Novak and Leigh Spangler)
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Draft Agenda for the Publication Process Review Task Force - November 26, 2001

DATE: November 16, 2001

**GAS INDUSTRY STANDARDS BOARD
PUBLICATION PROCESS REVIEW TASK FORCE
Monday, November 26, 2001 9:00 a.m. – 12:00 p.m.**

DRAFT AGENDA

Please plan to participate in a conference call meeting scheduled for:

Date & Time: Monday November 26, 2001
9:00 a.m. - 12:00 p.m. (Central Time)

Phone Number: Please call the GISB office (713-356-0060) for the phone number, conference leader and pass code

Agenda for the meeting is:

1. **Administrative: Welcome, Antitrust, Attendee Roll Call, Adoption of Agenda and Adoption of Draft Meeting Minutes for November 16, 2001.**
2. **Review of Existing Procedures (from 17/2 EC Vote to publication) and applicable notes for the flow chart**
3. **Discussion of potential improvements to the process (from 17/2 EC Vote to publication)**
 - Review of revised workpaper reflecting the Proposed Recommendation Processing (flow chart and accompanying notes)
 - Review of revised workpaper reflecting proposed changes to the Request for Standards and / or Clarifications Log
4. **Discussion on Minor Clarifications and Corrections**
5. **Discussion on potential Publication Process (from Final Actions to Version Issuance)**
 - Review of revised workpaper reflecting the steps for creation of the standards manual
6. **Discussion on Preparation of Report to the Executive Committee**
7. **Upcoming Meetings**
 - Future Dates for meetings.
Monday December 3, 2001 9:00 a.m. – 12:00 p.m.
8. **Adjourn**